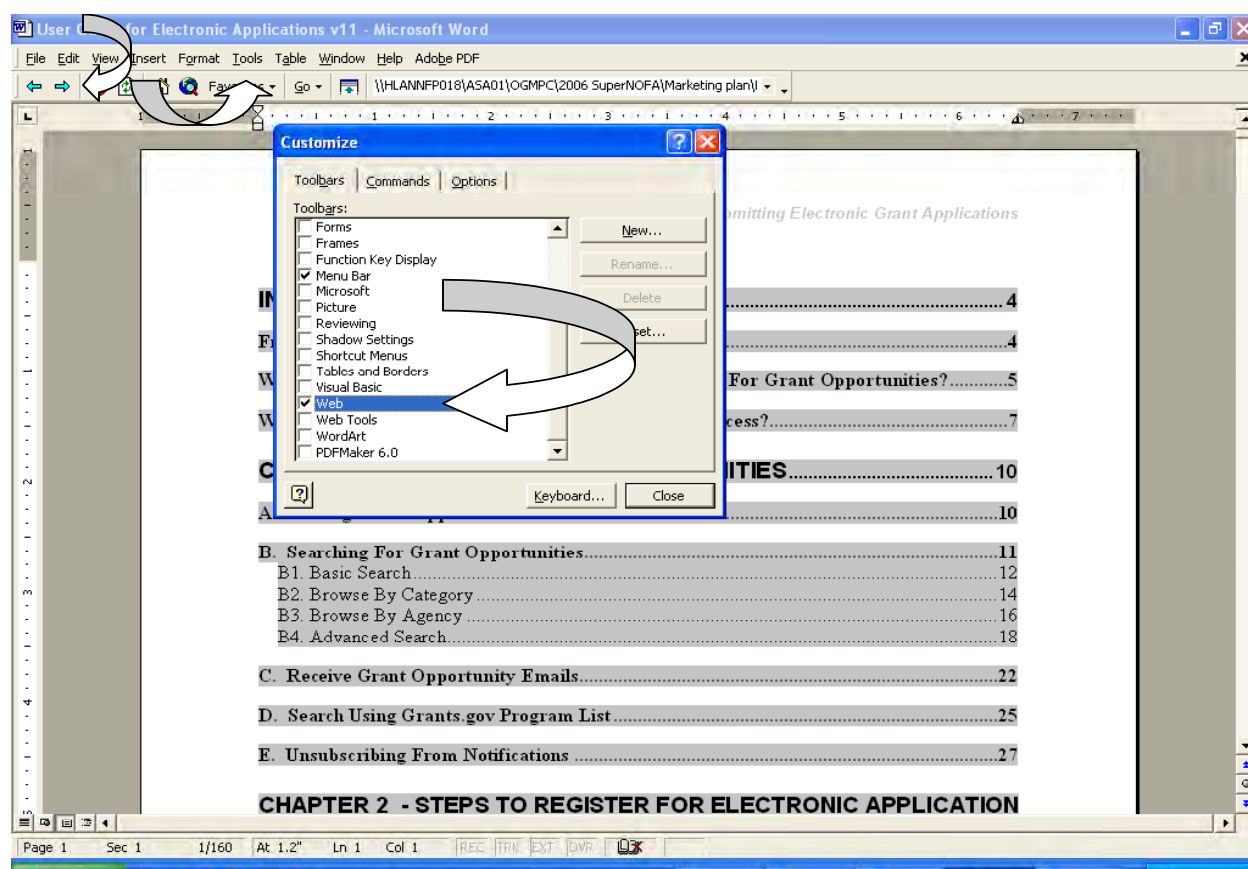


HOW TO USE THE ELECTRONIC VERSION OF THIS GUIDE

1. The electronic version of this document, found at: <http://www.hud.gov/grants/index.cfm>, contains hyperlinks that will take you from one section to another. To activate a hyperlink, place your cursor over any highlighted area and right click on the mouse. The Table of Contents also functions in this manner.
2. You will find it helpful if you customize your Toolbar so that you can go back and forth between the hyperlink and your previous page. To do this go to **Tools**, click on **Customize**, click on **Toolbar**, and click on **Web** to include it in your selection. After selecting **Web** you will see two arrows in your Toolbar, click back and forth to move between the hyperlink and the previous page.



3. **Arrows** are inserted on each screen shot to identify the item of discussion.
4. In addition, **Footers** are located at the bottom of each page to help you manage your location.
5. You can conduct a word search in the document by selecting **Edit** on the Toolbar, click on **Find**, type in the word or phrase that you are looking for, and click on **Find Next**.

LET'S GET STARTED!

INTRODUCTION

The U.S. Department of Housing and Urban Development (HUD) is pleased to provide you with a *Desktop User Guide to Submitting Electronic Grant Applications*, created to assist grant applicants when submitting applications electronically through Grants.gov. Grants.gov is the official Federal Government website for applicants wishing to find and apply for funding opportunities from all 26 Federal grant-making agencies. It is the central location to find grant funding opportunities, register as an organization, and submit a grant application.

Each year, HUD consolidates the majority of its individual Notice of Funding Availability (NOFA) into one announcement called the Super Notice of Funding Availability (SuperNOFA).

An organization seeking HUD grant funds must apply for each funding opportunity by submitting an electronic grant application through Grants.gov. This Desktop User Guide provides an overview of key processes for finding, registering and applying for funding opportunities using Grants.gov. The chart below provides answers to Frequently Asked Questions about Grants.gov, outlines the basic steps involved with finding, registering and applying for grant opportunities, including grants from HUD, and identifies the Key Players in the process.

<u>Frequently Asked Questions</u>	Answers
What is Grants.gov?	Grants.gov is the official Federal Government website where applicants may Find and Apply to funding opportunities from all 26 Federal grant-making agencies.
Why was Grants.gov developed?	There are over 1000 individual grant programs from 26 Federal grant-making agencies that issue over \$400 billion in annual awards. Many of these programs operate independent, paper-based processes, which makes finding and applying for Federal grants difficult. Grants.gov centralizes information on grant opportunities and provides the ability to apply for those grants in one convenient online location.
Why do grant applicants have to register with the Central Contractor Registration to use Grants.gov?	The Central Contractor Registration (CCR) houses organizational information that Grants.gov uses to verify applicant organization identity and to pre-fill repetitive information on grant applications. Grant applicant organizations must register with the CCR before they can submit a grant application through Grants.gov. When an organization registers with the CCR, it is required to designate an E-Business Point of Contact (E-Business POC). The E-Business POC is the sole

	<p>authority of the organization capable of designating, or revoking, an individual's ability to submit grant applications on behalf of the organization via Grants.gov.</p>
<p>Why do grant applicants have to register with a Credential Provider?</p>	<p>In order to safeguard the security of electronic information, Grants.gov utilizes E-Authentication, the Federal program that ensures secure transactions. E-Authentication defines the level of trust or trustworthiness of the parties involved in a transaction through the use of Credential Providers. It is the process of determining, with certainty, that someone really is who they claim to be. The Credential Provider for Grants.gov is Operational Research Consultants (ORC). When a grant applicant registers with ORC, they receive a username and password, which is then used to Register with Grants.gov as an Authorized Organization Representative (AOR). AORs are individuals designated as authorized to submit grant applications for their organization via Grants.gov. Once an individual has registered with Grants.gov as an AOR, their E-Business POC is asked to validate the registration. Once the E-Business POC validates the request, the individual requesting AOR status for their organization will receive notification via email confirming they are able to submit grant applications through Grants.gov.</p>
<p>Why do grant applicants have to register with Grants.gov?</p>	<p>Grant applicants must register with Grants.gov as an Authorized Organization Representative, (AOR), in order to submit grant applications electronically through Grants.gov on behalf of their organization. The E-Business POC listed on an organization's CCR registration will receive email notification stating that the grant applicant has registered to submit grants. The E-Business POC will then need to log onto the EBiz section of Grants.gov and assign the Authorized Applicant role to the grant applicant. Once the E-Business POC does this, the applicant will receive email notification stating that they have been designated as an AOR and will be able to submit applications through Grants.gov.</p>

<p><u>What Are The Basic Steps To Find, Register, And Apply For Grant Opportunities?</u></p>	<p>What's Involved?</p>
<p><u>Find a Grant Opportunity</u></p>	<p>Start your search for HUD and other Federal government-wide grant opportunities and register to receive automatic email notifications of new grant opportunities as they are posted at http://www.grants.gov/.</p>
<p><u>Get Registered</u></p>	<p>Organizations that submit a grant application using Grants.gov are required to request a Data Universal Number System (DUNS) number, register with the Central Contractor Registration (CCR), register with the Credential Provider, register with Grants.gov, and register with their specific organization.</p>
<p><u>Request A DUNS Number</u></p>	<p>In order to register with the Central Contractor Registration your organization will need a DUNS number. A DUNS number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B). Many organizations already have a DUNS number. To investigate if your organization already has a DUNS number or to obtain a DUNS number, contact D&B at 1-866-705-5711. If your organization does not have a DUNS number, you should ask the chief financial officer, grant administrator, or authorizing official of your organization to register for a DUNS number. It is possible to request a DUNS number online via web registration, however, the process can take up to 48 hours to complete. Therefore, we suggest that you do this by phone, which will take about 10 minutes. There is no charge.</p>
<p><u>Register with Central Contractor Registration (CCR)</u></p>	<p>Your organization will also need to register with the Central Contractor Registration. You must have a DUNS number from Dun & Bradstreet before you register with CCR. Many organizations already have a DUNS number. This will take about 10 minutes and is free of charge. Be sure to complete the Marketing Partner ID (MPIN) and Electronic Business Primary Point of Contact fields during the CCR registration process. These are mandatory fields that are required when submitting grant applications through Grants.gov. If your organization completes the CCR registration process by 6:00 p.m. eastern standard time, the organizational representatives will be able to begin their registration process the very next business day. Your organization can also register with them online at http://www.ccr.gov/. This will take about 30 minutes.</p>

<u>Register with Credential Provider</u>	The Authorized Organization Representative (AOR) must register with the Grants.gov Credential Provider to receive a Username and Password. This will be required to securely submit your grant application.
<u>Register with Grants.gov</u>	The AOR must also register with Grants.gov in order to submit grant applications on behalf of an organization. After the AOR completes the registration process the organization's E-Business POC, you will receive an email notification confirming that you are able to submit applications through Grants.gov.
<u>Register with your Organization</u>	The E-Business POC performs the final step in the Grants.gov registration process, actually authorizing someone to submit a grant application on behalf of their organization. This safeguards an organization from individuals who may attempt to submit grant application packages without permission. After the E-Business POC completes the registration process, the AOR will receive an email notification confirming that he or she is able to submit applications through Grants.gov.
<u>Download an Application Package</u> <u>Download Application</u>	Once you have located a grant opportunity for which you wish to apply, check to see if it is available to apply online through Grants.gov. You will need to enter the Funding Opportunity, Funding Opportunity Competition ID <u>or</u> CFDA number to access the application package and instructions. In order to view application packages and instructions, you also need to download and install the <u>PureEdge Viewer</u> . This small, free program will allow you to access, complete, and submit applications electronically and securely.
<u>Complete an Application</u> <u>Complete Application</u>	You will submit the application online. When you have completed all of the registration steps and are ready to submit the completed application, log into Grants.gov using the Username and Password you created when you registered with the Grants.gov Credential Provider to submit the application.
<u>Submit an Application</u>	Once you have submitted an application you can check the status of your application submission. You can identify your application by CFDA Number, Funding Opportunity Number, Competition ID, and/or Grants.gov Tracking Number.

<u>Who Are The Key Players Involved In The Process?</u>	Acronym	Responsibilities <div data-bbox="1166 247 1481 445" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> The CCR Point of Contact, the E-Business Point of Contact, and the AOR can be the same person or different people. </div>
<u>CCR Point of Contact</u>	CCR POC	<p>The CCR Point of Contact is the person who completes the CCR registration and acknowledges that the information provided in the CCR registration is current, accurate, and complete. The person named here will be the ONLY person within the registering company to receive the <u>Trading Partner Identification Number (TPIN)</u> via email or U.S. Postal mail. The CCR POC at the time of the CCR registration identifies the E-Business Point of Contact.</p> <p><i>Note: The E-Biz POC and the AOR can be the same person.</i></p>
<u>E-Business Point of Contact</u>	E-Business POC is also listed as E-Biz POC in this document.	<p>An E-Business Point of Contact (POC) is responsible for the administration and management of grant activities in his/her organization. The E-Business POC grants the Authorized Organization Representative (AOR) the privilege to submit grant applications through Grants.gov. When your organization registers with the CCR, you will be required to designate an E-Business Point of Contact (E-Business POC) <i>and an alternate, who will be responsible for identifying and naming individuals as Authorized Organization Representatives (AORs).</i> The AOR will submit applications through Grants.gov for your organization. The E-Business POC will become the sole authority of the organization with the capability of designating, or revoking, an individual's ability to submit grant applications on behalf of their organization through Grants.gov.</p> <p><i>Note: The E-Biz POC and the AOR can be the same person.</i></p>
<u>Authorized Organization Representative</u>	AOR	<p>An AOR submits a grant on behalf of a company, organization, institution, or government. AORs have the authority to sign grant applications and the required certifications and/or assurances that are necessary to fulfill</p>

		the requirements of the application process. Note: The E-Biz POC and the AOR can be the same person.
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<u>Other Key Terminology</u>	Acronym	Definition
<u>Marketing Partner ID Number (MPIN)</u>	MPIN	The MPIN is a password that the E-Business POC will need to access Grants.gov to authorize the AOR to submit a grant application. The E-Business POC creates the MPIN in CCR.
<u>Trading Partner Identification Number (TPIN)</u>	TPIN	The TPIN, assigned by CCR, is your confidential number that confirms that you have successfully registered in CCR; it also allows you to change your CCR information.

Beyond this User Guide there is much detailed information available to assist grant applicants with the electronic grant application process. On the Grants.gov website, you will find a wide range of online user support tools, including a Training Demonstration, which is a computer-based training tutorial, Registration Checklists, a Quick Reference Guide, and Frequently Asked Questions documents. The Grants.gov Contact Center at 800-518-GRANTS (4726) is also available to answer questions about using Grants.gov and is open 7 a.m. to 9 p.m. eastern standard time, Monday through Friday, excluding Federal holidays.

You can also obtain information on HUD's website at www.hud.gov/grants where you can find background information on HUD's grant programs and HUD webcasts that provide information on each grant program. To find out more about the SuperNOFA program, contact the NOFA Information Center at 800-HUD-8929 or at 800-HUD-2209 (TTY) for the hearing impaired. The hours of operation are 10:00 a.m. to 6:30 p.m. eastern standard time, Monday through Friday, excluding Federal holidays.